WSDOT Relocation Entitlement Instructions

TO: NAME (LENDER OR TITLE CO.)

INSERT ADDRESS INSERT ADDRESS Attn: INSERT NAME

Telephone No.: INSERT TELEPHONE NO.

Fax No.: INSERT FAX NO.

Agency Information

RE: INSERT DISPLACEE NAME

Project Title: INSERT PROJECT TITLE

WSDOT Parcel No.: INSERT PARCEL NO. Displacee No.: INSERT DISPLACEE NUMBER

DATE: INSERT DATE Escrow No: INSERT ESCROW NO.

The Washington State Department of Transportation has determined that the undersigned is entitled to the sum of \$INSERT AMOUNT ENTITLED under the Relocation Assistance Program for the purchase of the property located at INSERT PROPERTY ADDRESS.

The state has advised that this amount will be forwarded to you for placement in escrow within INSERT NUMBER OF DAYS days (or at the time) you receive this letter.

We mutually agree and instruct that the funds be handled as stated below:

- 1. The sum of \$INSERT DOWN PAYMENT AMOUNT is to be applied toward the **down payment** to reduce the amount of principal owed **but NOT to be applied to prepaid taxes or insurance.** The final closing statement should indicate funds received from WSDOT.
- 2. The sum of \$INSERT APPLIED AMOUNT is to be applied toward certain eligible closing costs detailed below. Should the final eligible closing costs total be less than the estimated eligible closing costs shown below upon which this payment is based, the difference must be refunded to the state at the address shown.

Item No.	Item Description	Charge	Amount Reimbursable	Explanation
Total I	Estimated Eligible Closing	Costs		

3. Upon closing, mail a copy of the recorded instruments and a copy of the Final HUD (closing statement) to:

> Washington State Department of Transportation Attn: INSERT SPECIALIST'S NAME **INSERT SPECIALIST'S ADDRESS**

Said closing statement must include, at a minimum:

- (1) The closing date of the escrow,
- (2) Endorsement by purchaser to the effect that the statement has been approved, and
- (3) Certification by the closing officer that the statement is true and correct.

In the event that you are unable to perform as instructed herein prior to INSERT PRIOR TO DATE, return all state funds, less your escrow cancellation charge, if any, with your letter of explanation to the state at the address shown above.

WASHINGTON STATE Department of Transportation INSERT SPECIALIST NAME Displaced Person(s) Relocation Specialist Telephone No.: INSERT TELEPHONE NO.

Fax No.: INSERT FAX NO.